

**CONTRACTOR/APPLICANT INSTRUCTIONS FOR NEW ONE AND TWO-FAMILY
HOMES
ONLINE BUILDING PERMIT APPLICATION**

- Wisconsin DSPS has enacted Act 211, requiring municipalities to report one and two-family homes in a digital format.

To comply with State regulations, the applicant must complete the online building permit at

<https://esla.wi.gov/PortalCommunityLogin>

- Step 1: Select Uniform Dwelling Code Permits tab at the top.
- Step 2: Review instructions and cautionary statements.
- Step 3: Provide acknowledgement by checking the box.
- Step 4: Select the Click Here to Start the Permit Request button.
- Step 5: Start application. When at Jurisdiction section, click "Townships" button and scroll to Town of Addison, Washington. Complete as much as possible, all contractor info is needed. HVAC permit will be included with the building permit. Plumbing and Electrical permits will be issued as separate permits. The building Inspector can add info that is not complete.
- The Town Clerk and Building Inspector will be notified by email when application is submitted
- Homeowners can submit their own application. At step 5 there is a check box that needs to be checked by homeowner. The dwelling contractor information will be left blank if homeowner is submitting the application.

Also needed with application (Can be submitted before online application)

- Town of Addison building permit application
- 2 Sets of building plans with wall bracing plans
- 2 Copies of survey (House, tracking pad, and erosion control plan must also be shown. House must be staked by surveyor)
- 1 Set of Energy/Heat calculations
- Copy of Sanitary permit (Washington County Planning and Parks Dept). Shoreland zoning permit (if needed) from Washington County Planning and Parks Department. Tel #: (262)335-4445
Address: Public Agency Center
333 E. Washington St. Suite 2300
West Bend, WI 53095
- Driveway access permit- contact Glen Fieweger (262)689-5312

Any questions contact-

Town of Addison: (262)629-5420

or **Building inspector**-Office: (262)629-1774 Cell: (262)689-7346

email: jeremy@jpbbuildinginspections.com